

Detroit Charter Commission

CLASSIFICATION TITLE: General Counsel

DEFINITION

The General Counsel provides professional legal counsel to and administers legal and research services for the Detroit Charter Commission.

DIRECTLY RESPONSIBLE TO

Detroit Charter Commission Executive Director

SUPERVISION OVER

Professional, technical and clerical staff as assigned and supervising matters with outside counsel.

DUTIES AND RESPONSIBILITIES

- Prepares and renders legal opinions to the Detroit Charter Commission (“Commission”) and administrative staff as requested;
- Prepares and represents the Commission at any judicial and/or administrative law hearings and proceedings;
- Attends and provides legal advice at meetings of the Detroit Charter Commission and such other meetings as the Commission directs;
- Provides legal assistance in the drafting of the revised Charter, legal documents, Commission policy, rules and regulations, resolutions, applications of diverse kinds and other legal or related papers upon request;
- Drafts contracts deeds, leases, ordinances, resolutions, rules, regulations, and other legal documents;
- Keeps abreast of relevant legislation and advises the Commission and its staff concerning all legal matters relevant to the research and drafting of a revised City of Detroit Charter;
- Conducts legal research and prepares reports of various topics as requested by the Commission;
- Attends relevant negotiating sessions, grievance hearings, administrative hearings, arbitration or appeals and provides legal advice and counsel;
- Reviews Commission contracts as requested;
- Coordinates legal matters with outside counsel and monitors legal services provided to the Commission by outside counsel;
- Prepares pleadings, and handles depositions, interrogatories, pretrial motions, pretrial, trials and settlement conferences;
- Studies and interprets laws, court decisions, ordinances and other legal authorities;
- Develops and conducts staff training sessions and workshops.

MINIMUM QUALIFICATIONS

Successfully pass a criminal background check as determined by the Commission and performed by the Detroit Police Department.

Candidate must successfully pass drug screen upon hire.

Adheres to current City of Detroit Ethics Ordinance and any updates to same.

Education, Training, and Experience

Any combination of experience and training that would provide the required knowledge and abilities; a Juris Doctorate from an accredited law school; license to practice law in the State of Michigan with preferred experience in municipal law and public administration.

Knowledge of:

Legal principles and practices, including civil, municipal, constitutional, contract, employment, and administrative law and procedures; methods, procedures and practices used in the conduct of civil litigation; judicial procedures and rules of evidence; Michigan Home Rule City Act, Michigan Open Meetings Act, relevant Administrative Codes, and pertinent Federal, State, and local laws, codes, regulations and court decisions relating to Michigan Home Rule and the City of Detroit Charter; methods of legal research; evaluation of practical consequences of legal strategies.

Skills and Ability:

Skill in interpreting applicable federal and state laws and city office policies and procedures; skill in conducting information gathering and organizing material into manageable form; skill in applying data collected to resolve problems; skill in formulating recommendations, proposals and counter proposals; skill in preparing and presenting effective written and oral reports, recommendations, policies and procedures; ability to develop, maintain and coordinate effective relationships with members of the Commission, its staff and City of Detroit employees and departments.

Compensation

- Salary range is \$75,000 - 135,000 per year, payable biweekly, through submission of a proposed charter to the Governor. Salary negotiable thereafter for any continued services requested by the Charter Commission. This is a contractual position and no city benefits shall be provided or accrue. Due to the limited duration of the engagement, leave time shall be limited to time off for actual illness, bereavement, and urgent family concerns.
- Existing office space and office phone will be provided.

Resumes will be accepted until January 29, 2010 and the review period will continue until February 2 2010. Interviews will be conducted February 5-6, 2010 at a

location to be announced. Cover letters and resumes may be submitted electronically or through United States mail in the following manner:

All electronic submissions shall be emailed to Commissioner Cara J. Blount at: Blountc@detroitmi.gov.

All hard copy submissions shall be mailed to:

**Commissioner John E. Johnson, Jr.
P.O. Box 21339
Detroit, Michigan 48221**

No phone calls will be accepted.